

Absence

Absence:

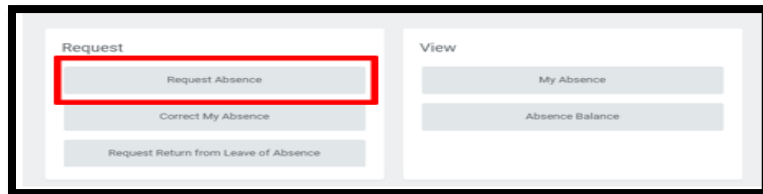
• Intermittent Unpaid FMLA

Employee

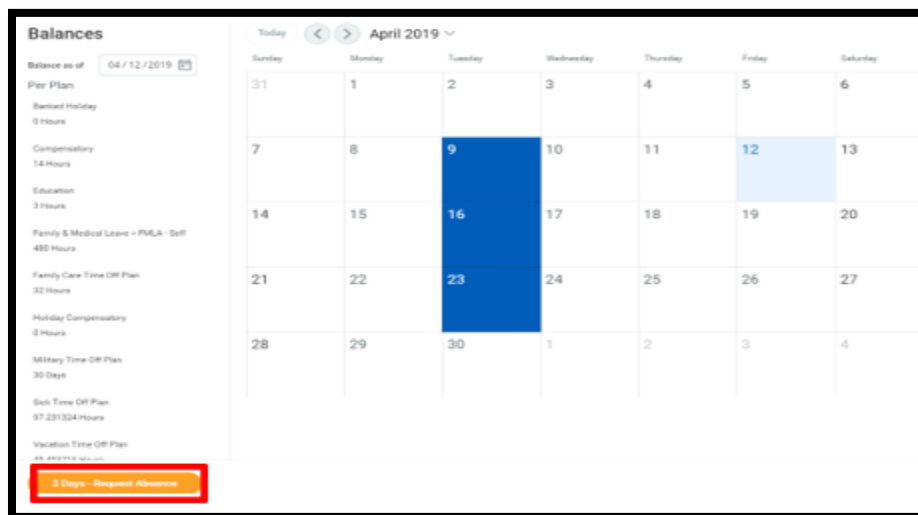
ENTERING ABSENCE OF UNPAID INTERMITTENT FMLA

From the Home page:

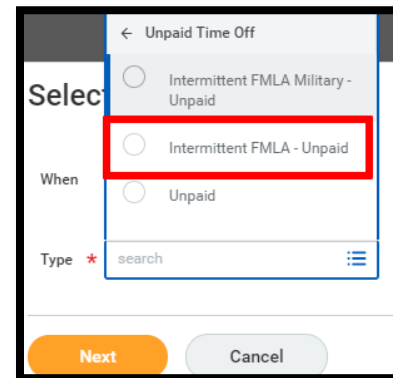
1. Click the **Absence** icon under Applications.
2. Click the **Request Absence**.



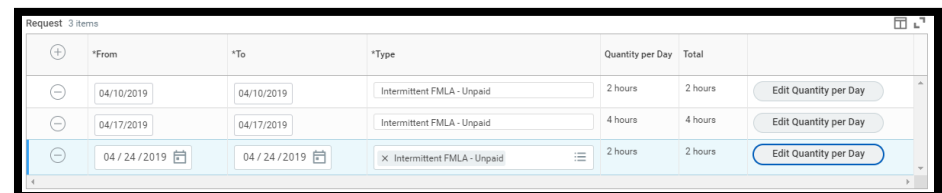
3. Select **Date(s)** and **Request Absence**.



4. Click on  in the **Type** field > **Unpaid Time Offs** > **Intermittent FMLA – Unpaid**. Then click **Next**.



5. Review the date(s) and **Edit Quantity Per Day** to the number of hours per day you will be taking off.



6. Then click **Submit**.
7. This will go to then go to manager and HR Partner to review & approve. You will then need to enter unpaid time off on your calendar to go along with it. To do this - go back to the **home** page:
8. Click the **Absence** icon under Applications.

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• Intermittent Unpaid FMLA

Employee

9. Click the **Request Absence**.

The screenshot shows a 'Request' section with three buttons: 'Request Absence' (highlighted with a red rectangle), 'Correct My Absence', and 'Request Return from Leave of Absence'. To the right is a 'View' section with two buttons: 'My Absence' and 'Absence Balance'.

10. Select the dates that were selected on Step 3 and **Request Absence**.

The screenshot shows a calendar for April 2019. The dates 9, 16, and 23 are highlighted in blue. On the left, there is a list of balances for various plans. At the bottom, a red box highlights the text '3 Days - Request Absence'.

11. Click on  in the **Type** field > **Unpaid Time Offs** > **Unpaid**. Then click **Next**.

The screenshot shows a dropdown menu for 'Unpaid Time Off'. The options are: 'Intermittent FMLA Military - Unpaid', 'Intermittent FMLA - Unpaid', and 'Unpaid' (highlighted with a red rectangle). Below the menu is a search bar and two buttons: 'Next' and 'Cancel'.

12. Review the date(s) and **Edit Quantity Per Day** to the number of hours per day you will be taking off. These hours should match Step 5.

13. Then enter **Reason > Authorized – medical**.

14. Once the paid time is approved by manager and HR Partner, then it will look like below.

The screenshot shows the calendar view with the dates 9, 16, and 23 highlighted in blue. Below each date, there is a status indicator: 'Intermittent FMLA' and 'Unpaid' (both with green checkmarks).

You have successfully entered absence for intermittent FMLA. If you have questions, then please reach out to your HR Partner.